

REQUEST FOR PROPOSAL

TO PROVIDE TECHNICAL ASSISTANCE AS NEEDED FOR FLOODPLAIN
MANAGEMENT, COMMUNITY RATING SYSTEM AND HAZARD MITIGATION
RELATED SERVICES



RFP No.: 0352

Proposal Receipt Date: September 9, 2016

Proposal Receipt Time: 4:30 PM

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70054

(504)364-2678

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REQUEST FOR PROPOSAL FOR

TECHNICAL ASSISTANCE AS NEEDED FOR FLOODPLAIN MANAGEMENT, COMMUNITY RATING SYSTEM AND HAZARD MITIGATION RELATED SERVICES

1.1 Background – Floodplain Technical Assistance, Community Rating System Technical Assistance, and Multi-jurisdictional HM Plan Update (2020)

The Jefferson Parish Floodplain Management and Hazard Mitigation department was created in 2013 and has created several planning documents in the past 3 years including the following documents which are located on Jeffparish.net Floodplain Management web page:

Community Rating System - Program for Public Information

Multi-Jurisdictional Hazard Mitigation Plan

Balancing Water National Disaster Resilience Competition Phase 1 and Phase 2 Applications

Floodplain Technical Assistance:

Jefferson Parish has experienced large flood events in the past and understands that another large flood event may require substantial damage evaluations for all structures affected. The unincorporated Jefferson parish contains approximately 140,000 structures, with many being constructed as pre-firm structures, creating a risk of flooding. Jefferson Parish received preliminary Flood Insurance Rate Maps in February 2016 and intends to review and update the flood damage prevention ordinance as needed.

Jefferson Parish is seeking an as-needed contract with a qualified firm to assist with substantial damage determinations post large flood events. In addition to future events, Jefferson parish seeks assistance to embellish current electronic document management systems to include substantial damage letters, flood zone determination letters, and community rating system documents.

Review of proposed changes to the flood damage prevention ordinance on future development, CRS rating, as well as existing residential and commercial structures may be included in the tasks to the selected individual or firm.

In accordance with the Federal Emergency Management Agency's Climate Resilience memos from December 2015, Jefferson Parish is developing educational activities and pilot projects to promote flood reduction and the implementation of green infrastructure for Hazard Mitigation.

Community Rating System Technical Assistance:

Jefferson Parish participates in the Community Rating System (CRS) with a class 6 rating and leads the Jefferson United Mitigation Professionals (JUMP) CRS Users group. The CRS currently contains 19 activities for which credit can be obtained.

Jefferson Parish is actively working through these activities with the 5 municipal partners in JUMP (Cities of Kenner, Harahan, Westwego, Gretna, and Town of Jean Lafitte). JUMP recently developed a Program for Public Information (PPI) that includes a Flood Insurance Analysis, both of which need to be evaluated annually. Additionally, more than 110 outreach projects were identified and need to be prioritized, implemented, and documented for CRS credit.

Jefferson Parish is seeking a firm to assist with prioritization and implementation of the PPI projects as well as guidance on the 19 activities in relation to current JUMP community's processes and regulations to achieve maximum point value for CRS, leading the reduced flood insurance premiums for not only unincorporated Jefferson Parish residents, but also the incorporated municipalities participating in JUMP.

Multi-jurisdictional HM Plan Update (2020) Technical Assistance:

Jefferson Parish has had an approved Hazard Mitigation Plan since 2005 and updated the plan to a Multi-Jurisdictional plan in 2010 and 2015. The 2015 version of the plan includes the Cities of Kenner, Harahan, Westwego, Gretna and the Towns of Jean Lafitte and Grand Isle. Based on FEMA's guidelines, this plan must be updated every five years to remain eligible for Hazard Mitigation funding.

The current plan identifies 12 Hazards including, Floods, Hurricanes/Tropical Storms, Storm Surge, Tornadoes, Coastal Erosion, Subsidence, Hailstorms, Winter Storms, Lightning, Drought, Wildfires, and Earthquakes. This plan is also used for the CRS flood plan. The current HM Plan expires June 25, 2020. The 2020 plan update needs to be completed by June of 2019 to ensure allowable time for the Governor's Office of Homeland Security (GOHSEP) and FEMA to review and approve the plan update.

Since the 2015 update, Jefferson Parish has received Revised Preliminary Flood Insurance Rate Maps (FIRMs) and expects to have newly effective FIRMs in 2017, which will require the flood hazard profile to have a comprehensive update with new maps and risk areas identified in the plan. The Parish is seeking a HMP update that can encompass all natural hazards as well as hazards related to climate change including Sea Level Rise. One goal of the planning process is not only to have a plan for the future, but allow the planning process to facilitate outreach and education to residents of all communities.

The Jefferson Parish Floodplain Management and Hazard Mitigation department seeks to contract with a qualified individual(s) or firm(s) to assist as needed with developing a multi-jurisdictional Hazard Mitigation Plan update to promote pre and post disaster mitigation measures, short/long rang strategies that minimize suffering, loss of life and damage to property resulting from hazardous and potentially hazardous conditions to which citizens and institutions within the incorporated and unincorporated areas are exposed; and to eliminate or minimize conditions which would have an undesirable impact on our citizens, the economy, environment and well-being of the Parish.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified proposers who are interested in providing the Scope of Work as defined in Part II hereof. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

1.3 Goals and Objectives –

The goal of this RFP is for as needed technical assistance for Floodplain Management, Community Rating System, and Hazard Mitigation related services, that will benefit the community by creating a safer and more informed Jefferson Parish citizen in regards to flood and natural hazard risk as well as lead to lower NFIP premiums for residents.

1.4 Proposer Minimum Requirements

The Department of Floodplain Management and Hazard Mitigation desires to receive:

- a) Proposer Requirements: Firm must be experienced at providing systems similar in nature and complexity to the project outlined in this Request For Proposal; and meet the following criteria:
 - a. Maintain a prime firm full time staff member with a valid Certified Floodplain Manager certification
 - b. Knowledge of FEMA's substantial damage calculation or similar tools to perform defensible substantial damage determinations.
 - c. Experience in performing site assessments and making recommendations for multi-hazard mitigation methods.
 - d. Ability to conduct risk assessments and benefit cost analysis with FEMA accepted methodologies.
 - e. Ability to perform creative marketing strategies through multiple methods including but not limited to: print, video, social media, and promotional items.

Note - The Proposer may satisfy the Proposer Qualifications through the use of a subcontractor except for the Certified Floodplain Manager requirement.

- b) References:
Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in last 24 months. Contact

person(s), addresses and telephone numbers for each reference shall be included.

1.5 Schedule of Events

Note: Purchasing Department will complete actual dates and times for items 1-4. Evaluation Committee Meeting Date will be scheduled according to committee members' availability and therefore, Items 5-7 will be determined at later dates.

	<u>Date</u>	<u>Time (CST)</u>
1. RFP mailed to prospective proposers	8/10/16	At least 30 days prior to the last day that proposals will be accepted
2. Pre-Proposal Conference (if required)	Not Required	10-14 days after RFP mailed
3. Deadline to receive written inquiries	9/2/16	To be completed by Purchasing
4. Proposal Receipt Date and Time	9/9/16	To be completed by Purchasing
5. RFP Evaluation Committee Meeting		TBD
Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally proposers may check for meeting information posted on the Jefferson Parish website.		
6. Council Selection via resolution		To be scheduled
7. Contract Ratification via resolution		To be scheduled

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.6 Proposal Submittal

All proposals including mandated affidavits in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: Provide technical assistance as needed for Floodplain management, Community Rating System and Hazard Mitigation related services.
- Proposal No. 0352
- Proposal Receipt Date and Time: September 9, 2016 at 4:30 PM

Proposals will be received at:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Late proposals will not be accepted.

PROPOSALS SHALL NOT BE OPENED PUBLICLY. Cost proposals (Price Schedules) shall be submitted in separate, sealed envelopes and shall remain sealed until the RFP Evaluation Committee meeting. PRICES SHALL NOT BE READ UNTIL THE COMPLETION OF THE TECHNICAL EVALUATION. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.7 Proposal Response Format –

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the Proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal: Illustrating and describing innovative approach(s) to comply and exceed the RFP requirements and proposed schedule to meet various aspects of the Scope of Work/Services (Part II)
- D. Proposer Qualifications and Experience: History and background of Proposer and relevant identified staff members, including but not limited to status with related services including but not limited to audio visual creative marketing and natural hazard risk assessments to government entities. Quantity of local **multi-jurisdictional** hazard mitigation plans proposer, subcontractor, or employees have successfully assisted local jurisdictions. Name of jurisdiction and year plan approved should be included in proposal. Failure to include quantity of multijurisdictional local plans may effect technical scoring. Preference for vendors located in Jefferson Parish or the State of Louisiana is noted/weighted in the technical evaluation criterion item i. Failure to give the location of the firm will affect the scoring of this item.
- E. Creative Sample: Only one sample of an audio visual, paper newsletter, or promotional material that has been used previously with another government agency or an original concept for Jefferson Parish that could be used during education or outreach activities to target audiences identified in the Jefferson Parish PPI.
- F. Cost Proposal: Proposer's fees and other costs shall be submitted in a **separate sealed envelope** with proposal submission in accordance with section 1.3 above. This cost proposal shall include any and all costs the Proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.8 Number of Response Copies –

Each Proposer shall submit one (1) signed original response along with six (7) additional copies of the proposal, including mandatory affidavits (signed and properly notarized) in original format. In addition, proposer must submit a copy on CD-R/CD-RW

media or flash drive as long as data on the disc and/or flash drive is formatted to open in the standard Microsoft Office suite programs (.xls, .doc, .ppt). PDF files are also acceptable. Cost proposals ***should not*** be included in the electronic submission.

Cost proposals must be submitted in a separate sealed envelope, which contains one (1) original and six (7) additional copies. The envelope will remain sealed until the evaluation committee meets and scores all technical components of this RFP as indicated in the evaluation criteria.

1.9 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposer's response shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference:

NOT REQUIRED FOR THIS RFP.

1.11 Written Inquiries

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions **MUST** be in writing and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than three full working days, 4:30pm, from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the proposer shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by regular mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053
Phone: (504)364-2678 Fax: (504)364-2693
Buyer Email: sduffy@jeffparish.net

1.13 Required Signed and Notarized Affidavits

Affidavits in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances are required with proposal submission. For the convenience of vendors, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*. **This affidavit (Request for Proposal Affidavit) must be completed, signed, properly notarized and submitted in its original format with the proposal submission. Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Section 2-895(b) of the Jefferson Parish Code of Ordinances.**

***Pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances, shall be exempted from submitting the Sub-contractor Affidavit. As such, this section is NOT required to be completed in the Request for Proposal Affidavit. However, a list of all sub-contractors used in the performance of the pre-placed emergency contracts shall be submitted prior to payment on the contract.**

All persons or firms who are under contract which were awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or

person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and ratified by Council resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution

1.14 Proposal Guarantee NOT REQUIRED FOR THIS RFP.

1.15 Performance Bond NOT REQUIRED FOR THIS RFP.

1.16 Fidelity Bond Requirements NOT REQUIRED FOR THIS RFP

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time an agreement is executed.

1.18 Changes, Addenda, Withdrawals

If the proposer needs to submit changes or addenda, proposers shall submit changes or addenda in writing, signed by an authorized representative of the proposer. All addenda and changes must cross-reference the relevant RFP section. Said changes or addenda shall be delivered prior to the RFP proposal receipt date and submitted in a sealed envelope to be opened contemporaneously with the proposal submission. Proposer(s) request(s) for withdrawal of responses to this RFP must be submitted in writing and received prior to the RFP receipt date as set forth in the Schedule of Events.

1.19 Cost of Offer Preparation

All submissions in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial

offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

1.22(A) The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.net.

1.22(B) Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.

1.22(C) It shall be the duty of every Parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the Parish and the duty of every applicant for certification of eligibility for a Parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a proposal, proposer acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

1.23 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

1.24 Selected Proposer's Responsibilities

The selected proposer shall be required to provide all items and services offered in his proposal. The proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.25 Sub-Contractor Requirements

If the proposer intends to subcontract portions of the work or to satisfy any of the Proposer Requirements and/or Scope of Work through the use of a subcontractor, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed or Vendor Requirements to be met by respective subcontractor(s). The information requested of the proposer under the terms of this RFP

shall also be supplied for each subcontractor and shall be included in the proposal. Unless specifically permitted in the contract with the Parish of Jefferson, the successful proposer(s) shall not contract with any other party for furnishing any of the work herein contracted without the ratification by Jefferson Parish Council resolution.

1.26 Insurance Requirements

Proposer shall furnish the Parish with certificates of insurance evidencing mandating coverage(s) pursuant to Resolution No. 113646 and Attachment "A". A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net.

1.27 Subcontractor Insurance

The proposer shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 113646. A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffParish.net.

1.28 No Guarantee of Quantities

The Parish of Jefferson does not guaranty quantity or services required in the scope of work defined in Part II. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of scope of work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the pricing schedule.

1.29 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for ratification. Contract negotiations are limited by section 1.22 Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP evaluation committee shall seek authorization from the Council to negotiate a contract with another proposer under that RFP.

1.30 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this

RFP, or cancel this RFP prior to proposal receipt date if in the best interest of the Parish.

1.31 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all Proposer submissions will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the evaluation committee must review the RFP, concerning not only the task of description but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the evaluation committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. After completion and tallying of the technical evaluation scores, each scoring evaluation committee member shall sign and date his individual score sheet. After the secretary of the evaluation committee collects all individual score sheets, the Purchasing Department and the requesting department shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud. To the extent necessary, the evaluation committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department shall calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five percent (25%) of the total points assigned, and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned.

After the Finance Department completes the cost evaluation scores, the Purchasing Department and the requesting department shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department, the Finance Department and the requesting department. The secretary of the evaluation committee shall collect all individual and tabulated score sheets and deliver them to the Parish Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified firms

and explaining their rationale. Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those pricing criteria. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible offers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.net, for meeting details.

Upon completions of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the evaluation committee; except that the Council may select a proposer other than the highest-ranked proposer provided that proposer selected has been given a cumulative score by the committee that is no more than ten percent (10%) lower than the cumulative score for the highest-ranked proposer.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the evaluation committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

1.32 Indemnification

Proposer shall agree to indemnify and hold the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by proposer under this RFP.

Further, proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

1.33 Payment for Services

The proposer shall address and send the invoice to the Department of Floodplain Management and Hazard Mitigation pursuant to the payment terms negotiated in the agreement. Payments will be made by the Department of Floodplain Management and Hazard Mitigation no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the Department of Floodplain Management and Hazard Mitigation. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

Successful proposers submitting payment requests for services in connection with pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances shall provide a list of all sub-contractors used in the performance of the pre-placed emergency contracts prior to payment on the contract.

1.34 Termination

The proposer affirmatively acknowledges and agrees that the terms of any ensuing agreement shall be binding upon the parties hereto until the work has been completed and accepted by the Parish; but said agreement may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties hereto.
- B. By the Parish as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the Parish will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the manager) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the Agreement.
- D. By the Parish for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the

effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.35 Assignment

The proposer affirmatively acknowledges and agrees that any ensuing agreement shall be binding upon the successors and assigns for the parties hereto. The ensuing agreement being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the Parish, in the Parish's sole discretion.

1.36 EEOC and ADA Compliance

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

1.37 Audit of Records

Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under this Agreement. Parish's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of Parish.

Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent

certified public accounting firm. (For purposes of said agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.38 Record Retention

The proposer shall maintain all records in relation to this proposed agreement at its location for a period of at least three (3) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

1.39 Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by proposer upon request at expiration or earlier termination of this agreement.

1.40 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the proposer's proposal; and, 4) Resolution No. 113646 and any amendments thereto.

1.41 Contract Changes

Upon negotiation of a bona-fide agreement between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.42 Substitution of Personnel

In conformity with Section 1.6, substitution of personnel shall be ratified by the Council. In addition to the foregoing, if during the term of the contract, the proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

1.43 Force Majeure

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated agreement if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps

that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of this agreement.

1.44 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 113646.

1.45 Claims or Controversies

Proposer, as evidenced by his signature, agrees that the agreement shall be made in accordance with the laws of the State of Louisiana. The proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

	Reason for Proposal Component	Departments to Participate	Anticipated Components
Floodplain	Flooding resulting in an Emergency Declaration	Floodplain Mngt & HM Insp & Code Enforcement	Substantial Damage Determinations
	Updated Federal guidelines for green practices	Floodplain Mngt & HM Public Works	Education and Outreach
			Pilot Project Formulation and or Management of Approved Projects
	File management	Floodplain Mngt & HM	Review of current practices
	Updated Flood Insurance Rate Maps	Floodplain Mngt & HM Insp & Code Enforcement Public Works	Adjustments to electronic files and documents
			Review of current and proposed Flood Damage Prevention Ordinance
			Recommendations of changes
			Assist with coordination and submission for C-LOMR or LOMR
CRS	Improve CRS Rating	Floodplain Mngt & HM Public Works JUMP Communities	Perform analysis of existing points
			Make recommendations for changes to procedures
	Prioritize and Implement PPI Projects	Floodplain Mngt & HM JUMP Communities Public Information Office	Perform analysis of PPI projects and potential point value
			Make recommendations for annual and as needed implementation of projects
			Assist with implementation of PPI Projects
	Flood Insurance Evaluation	Various JP Departments JUMP Communities	Review of NFIP policies and RL lists
			Evaluate and correct community information
	File management	Floodplain Mngt & HM	Adjustments to electronic files and documents
HM Plan Update	Comprehensive update to HM Plan required every 5 years	Unincorporated and Incorporated Communities in the Multijurisdictional HM Plan	Analyze and Update Community Assets
			Review and Update Hazard Profiles
			Review and Update Mitigation Actions and Priorities
			Perform Loss Avoidance and Area Analysis as needed
			Create Maps as needed
	Issuance of Climate Resilience mitigation Memos	Floodplain Mngt & HM	Incorporate Climate Resilience mitigation measures

Creative activities for education and outreach	Need to inform public of hazard risk in a manner that promotes action with a coordinated theme	Various	Create Videos
			Create Newsletters and Print Materials
			Create Education Materials
			Facilitate Education and Outreach Meetings

2.2 Period of Agreement

The term of any contract shall be for 3 years commencing upon selection of firm, or date of execution as identified at the time of contract ratification with the option to renew until the scope of services are complete. Task orders for specific tasks may not all begin at the same time depending on annual needs.

If the scope of work as described in Section 2.1 of this RFP pertains to an emergency pre-placed contract, as defined in Section 2-917 of the Jefferson Parish Code of Ordinances, and if Jefferson Parish has not entered into a new contract for the same scope of work prior to May 1st of the year in which this agreement is set to expire, then this contract shall be automatically extended until the end of the calendar year of the same year that this contract is set to expire.

2.3 Cost Proposal (Price Schedule)

Cost proposals must be submitted in separate sealed envelopes which will remain sealed until such time after the evaluation committee makes its evaluation of the proposals on all factors and criteria state in the RFP. The cost proposals shall not be included in the evaluation criteria. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

Pricing must be submitted on the Cost Proposal (Price Schedule) furnished in Attachment "B". All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

2.4 Deliverables

The deliverables listed in this section are the minimum desired from the successful Proposer. Every proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

Floodplain Technical Assistance:

The Individual or Firm shall provide, but not limited to, each item listed in the RFP. Additionally, the Individual or Firm shall provide:

- In the event of a large flood event, data that informed the substantial damage determination status
- Outreach curriculum and materials electronically available in PDF format and the file type the materials were created in such as Adobe Illustrator or Photoshop so they can later be revised if necessary

Community Rating System Technical Assistance:

The Individual or Firm shall provide, but not limited to, each item listed in the RFP. Additionally, the Individual or Firm shall provide:

- A written summary of the process by which the Program for Public Information was evaluated
- A written summary of the process by which the Flood Insurance Assessment was evaluated
- A written summary of the process by which the recertification packet was evaluated and insight on proposed recommendations
- A written summary of the process by which the CRS manual was compared to community policies and insight on proposed recommendations

Multi-jurisdictional HM Plan Update (2020):

The Individual or Firm shall provide, but not limited to, each item listed in the RFP. Additionally, the Individual or Firm shall provide:

- Two printed and bound copies of its final Hazard Mitigation Plan
- Two electronic copies of the plan on CD in PDF format and Word Format
- A written summary of the process by which the final plan was developed for the Parish, including meeting schedules, agendas, notes, rosters of attendees and soft match contributions made by the Parish to meet the requirements of the FEMA Disaster Mitigation Planning Grant Award.

2.5 Location

The location where service is to be performed is at the contracted firm's office, Jefferson Parish offices, field locations to be determined through planning process, and meeting locations.

2.6 Financial Profile – Not required for this RFP

2.7 Proposal Elements

2.7(A) Technical

Each proposer shall address how the firm will achieve/meet the scope of work as stated in Section 2.1.

Technical approach shall detail the following:

- ❖ Innovative concepts and plans and/or schedule of implementation, training, and outreach events. Coordination and overlap of Floodplain, CRS, and HM Plan tasks are encouraged.
- ❖ Proposer should also include only one (1) sample of similar or customized work (newsletters, video, or promotional item) applicable to the education components of this RFP.
 - If the option for newsletter is selected by the proposer, the newsletter should be included in the proposal.
 - If the option for a video is selected by the proposer, information should be included in the proposal stating the title of the video, government entity the video was prepared for, the running time of the sample (no more than 3 minutes will be allowed). A computer will be available on the day of RFP evaluation for the Evaluation Committee to view no more than 3 minutes of video. Video should be loaded onto a jump drive and saved in a format that can be viewed without internet and with Microsoft based software.
 - If the option for promotional item is selected by the proposer, a sample of the item should be provided by photos or images in the proposal.
- ❖ Information demonstrating an affirmative statement shall be required that the proposer has reviewed the scope of work, understands the nature thereof and is willing and capable of providing the services thereof.
- ❖ Proposer shall likewise include any information concerning terms and conditions that the proposer desires consideration by the Parish.

2.7(B) Qualifications and Experience

- ❖ Proposers must provide a detailed statement of related services to government entities which identifies customer satisfaction, demonstrated volume of FEMA approved HM Plans or Updated Plans, **including the number of plans that were multijurisdictional.**
- ❖ Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.

- ❖ Resumes for floodplain manager(s), designated customer service representative(s), designated creative manager(s), and any and all key personnel anticipated to be assigned to this project.
- ❖ Resumes of any and all subcontractors shall likewise be included.

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PART III EVALUATION

3.1 Evaluation Criteria

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do.

The proposed evaluation criteria shall measure how well a proposer's innovative approaches meet the desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1. TECHNICAL PROPOSAL (Maximum of 75 Points)

"The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:"

For a. through h., the following consideration shall be applied per item:

Substantially Exceeds Expectations	Exceeds Expectations	Meets Expectations	Does NOT Meet Expectations
0 to 1 point less than max scoring	2 to 5 points less than max scoring	3 to 10 points less than max scoring	5 to 25 points less than max scoring

		Max Scoring	
a.	Innovative approaches to implement scope	25	
b.	Personnel's Floodplain, CRS, & HM similar experience	10	
c.	Proposer's experience in performing similar tasks	10	
d.	Proposer's capacity to meet aggressive project deadlines	5	
e.	Proposer or Personnel's experience with Local Multijurisdictional Hazard Mitigation Plans	5	
f.	Proposer or Personnel's creative experience with government agencies	5	
g.	Proposal's grammar, spelling, and format	5	
h.	Sample deliverable (newsletter, video, or promotional material)	5	

- i. Location of Proposer's Office 5 _____
- Scoring shall be based upon following point value:
- Jefferson Parish – 5 points
- Orleans, Plaquemines, St. Charles Parishes – 3 points

Other Parish within State of Louisiana	– 2 points
Outside the State of Louisiana	– 1 point

2. COST PROPOSAL

a. The proposer with the lowest cost shall receive the highest cost evaluation score.

b. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned

Maximum # of
Points 25

TOTAL MAXIMUM POINTS FOR THIS RFP _____

PART IV. PERFORMANCE STANDARDS

4.1 Performance Requirements

- **Proposer's timely submission of reports**
- **Proposer's submission of accurate and itemized invoices**
- **Proposer's adherence to project schedule/meet completion date**
- **Proposer's ability to provide key personnel with knowledge and technical expertise**

4.2 Performance Measurement/Evaluation

- **Did the proposer finish ahead of schedule?**
- **Did the proposer respond to Parish correspondence in a timely manner?**
- **Were complaints/problems resolved in a reasonable and cooperative manner?**
- **Was the proposer reasonable and responsive to Parish needs?**
- **Was the final product usable for the purpose intended?**
- **Were changes in key personnel made? How often? With or without notice?**

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 dated 12/09/2009.

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 113646.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the proposer.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

ATTACHMENT “B” – Cost Proposal

Reason for Proposal Component		Anticipated Components	Cost format	Rate	Estimated Amount	Cost
Floodplain	Flooding resulting in an Emergency Declaration	Substantial Damage Determinations	Cost per structure inside HSDRRS	\$	100	\$
			Cost per structure outside HSDRRS	\$	100	\$
	Updated Federal guidelines for green practices	Education and Outreach	Hourly	\$	500	\$
		Pilot Project Formulation and/or management				
		Review of current practices				
	File management	Adjustments to electronic files and documents				
	Updated Flood Insurance Rate Maps	Review of current and proposed Flood Damage Prevention Ordinance				
		Recommendations of changes to assist residents and improve CRS rating				
Assist with coordination and submission for C-LOMR or LOMR						
CRS	Improve CRS Rating	Perform analysis of existing points	Hourly	\$	750	\$
		Make recommendations for changes to procedures				
	Prioritize and Implement PPI Projects	Perform analysis of PPI projects and potential point value				
		Make recommendations for annual and as needed implementation of projects				
		Assist with implementation of PPI Projects				
	Annually update Flood Insurance Evaluation	Review of NFIP policies and RL lists				
		Evaluate and correct community information				
	File management	Adjustments to electronic files and documents				
HM Plan Update	Comprehensive update to HM Plan components needed every 5 years	Analyze and Update Community Assets	Per Structure Cost	\$	100	\$
		Review and Update Hazard Profiles	Hourly	\$	2000	\$
		Review and Update Mitigation Actions and Priorities				
		Perform Loss Avoidance and Area Analysis as needed				
		Create Maps as needed				
	Issuance of Climate Resilience mitigation Memos	Incorporate Climate Resilience mitigation measures				
Creative activities for education and outreach	Need to inform public of hazard risk in a manner that promotes action with a coordinated theme	Create Videos	Daily videography rate	\$	10	\$
			Editing per 5 minute of finished video	\$	5	\$
		Create Quarterly Newsletters and Print Materials	Hourly	\$	500	\$
		Create Education Materials				
		Facilitate Education and Outreach Meetings				
		Total Cost of Proposal				\$

Request for Proposals #0352

TO PROVIDE TECHNICAL ASSISTANCE AS NEEDED FOR FLOODPLAIN MANAGEMENT, COMMUNITY RATING SYSTEM AND HAZARD MITIGATION RELATED SERVICES

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing provide technical assistance as needed for Floodplain Management, CRS and Hazard Mitigation related services for the for the Jefferson Parish Floodplain Management and Hazard Mitigation Department.

Request for Proposals will be received until 4:30 p.m. Local Time on: Friday, September 9, 2016

Acknowledge Receipt of Addenda: Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____ Fax Number _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH
THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS,
PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO
RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS
OF ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED
BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE
AND CORRECT COPY OF AN EXCERPT OF THE
MINUTES OF THE ABOVE DATED MEETING OF THE
BOARD OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Request for Proposal Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.
- Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances

Instruction sheet may be omitted when submitting the affidavit

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a proposal in response to RFP Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

REQUEST FOR PROPOSAL
RFP 0352

Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFPs) from qualified firms to provide **Community Rating System** for the Jefferson Parish Department of Floodplain Management and Hazard Mitigation.

Provide technical assistance as needed for Floodplain Management, Community Rating System and Hazard Mitigation related services.

All proposals will be evaluated on criteria such as vendor's technical proposal, qualifications and experience, financial profile and proposal responsiveness and other criteria more specifically defined in the RFP document. The maximum total points for each proposal are set at 100 points

PRE-Proposal Conference: Not required

REQUEST FOR PROPOSALS WILL BE RECEIVED IN THE:
JEFFERSON PARISH PURCHASING DEPARTMENT
GENERAL GOVERNMENT BUILDING
200 DERBIGNY STREET, SUITE 4400
GRETN, LA 70053

UNTIL **4:30 P.M.** LOCAL TIME ON **SEPTEMBER 9, 2016**

The Jefferson Parish Council reserves the right to accept or reject any and all proposals, in whole or part, pursuant to the law.

A copy of the RFP is available gratis from: <http://purchasing.jeffparish.net> or
Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretn, LA 70053
(504)-364-2678

Brenda J. Campos
Director
Purchasing Department

Jenifer Lotz
Chief Buyer
Purchasing Department

ADV: The Times Picayune: August 10, 17 and 24, 2016